

Kennedy NASA Procedural Requirements

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Responsible Office: Spaceport Integration and Services

KSC TRANSPORTATION SUPPORT SYSTEM MANUAL

National Aeronautics and Space Administration

John F. Kennedy Space Center

KDP-KSC-T-2120 Rev. Basic

Change Log

Date	Revision	Description
9/19/12	A	Revised to effect many administrative changes (mail codes, organizations, etc.) as well as the following significant modifications: 1. Add the link to Terminal Facilities Guide 2. Remove sections due to termination of function within Center Operations, i.e. Passports, Passenger Travel, etc. 3. Remove sections due to transfer of function to NSSC, i.e. household shipments 4. Modify section regarding Government Bill of Lading (GBL) as GBLs are no longer used for domestic shipping, only international 5. Remove examples that are outdated and illegible 6. Document modified to affect all applicable contractors
9/21/16	A-1	Revised to incorporate administrative changes due to KSC reorganization: Changed Responsible Office from Center Operations to Spaceport Integration and Services and Appendix H updated phone numbers.

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PREFACE

P.1 PURPOSE

This Kennedy Space Center (KSC) National Aeronautics and Space Administration (NASA) Procedural Requirement (KNPR) document sets forth the transportation and general traffic management responsibilities and procedures governing the use of commercial and Government transportation systems unique to KSC.

P.2 APPLICABILITY

The provisions of this document apply to all KSC organizational elements, to their associated contractors to the extent specified in the respective contracts, and to other NASA organizations and other Government agencies that utilize the KSC Transportation System. Activities at the KSC Resident Office, Vandenberg Air Force Base, California, are excluded in those areas covered by existing agreements between NASA and the United States Air Force (USAF).

P.3 AUTHORITY

- a. NASA Procedural Directive ([NPD 6000.1](#)), Transportation Management
- b. NASA Procedural Requirements ([NPR 6000.1](#)), Requirements for Packaging, Handling, and Requirements
- c. [NPR 6200.1](#), NASA Transportation and General Traffic Management

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. [Code of Federal Regulations \(CFR\)](#), Titles 10, 15, 19, 41, 47, 49
- b. [Federal Acquisition Regulations \(FAR\)](#), Parts 42, 47 (2.1)

P.5 MEASUREMENT/VERIFICATION

None.

P.6 CANCELLATION/SUPERSESION

This revision supersedes KNPR 6000.1, Revision A, KSC Transportation Support System Manual, dated September 19, 2012.

/original signed by/

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Director, Center Operations

Distribution: TechDoc Library

CHAPTER 1. RESPONSIBILITIES

- 1.1 The Center Director shall assure policies and controls are established to ensure that the appointed [KSC Transportation Officer](#) (TO) serves as a technical representative in procurements involving the acquisition of transportation assets as set forth in [NPR 6200.1](#).
- 1.2 The KSC TO shall:
 - 1.2.1 Serve as technical advisor to the Center Director for all transportation and traffic management activities and serve as the focal point for all transportation and traffic management functions at the Center.
 - 1.2.2 Ensure the efficient operation of traffic management activities within the Center in accordance with [NPR 6200.1](#) and other applicable references.
 - 1.2.3 Maintain a current [Terminal Facilities Guide](#) as per [NPR 6200.1](#).
 - 1.2.4 Provide the contracting officers with advice and assistance regarding transportation matters as needed for solicitation, awards, and the administration, modification, and termination of contracts, including the movement of Government property to, from, and between plants of contractors and subcontractors, as provided in [Federal Acquisition Regulations \(FAR\)](#).
 - 1.2.5 Provide contracting officers with advice and assistance, including freight rates, transportation costs, time in transit, port capabilities, transportability, preservation, packaging, packing, parts protection standards, coordination of transportation related to contract terms, and other matters relating to the movement of materials.
 - 1.2.6 Approve the use of applicable transportation appropriation codes by the transportation office of any KSC contractor with shipping or receiving capability. Current appropriation codes are found at [Job Aids Shipping Codes](#).
 - 1.2.7 Assure all liaisons in tracing, locating, and expediting urgently required KSC shipments or those delayed while in transit by commercial carriers.
 - 1.2.8 Implement NASA Headquarters routing instructions at KSC while assuring compliance with all federal, state, and international regulations.
 - 1.2.9 Assure compliance with all regulations and instructions governing the safe transportation of hazardous materials.
 - 1.2.10 Approve signatures on all United States (US) Customs and Border Patrol (CBP) clearance documentation and the oversight of prompt disposition of all shipments received from or shipped to foreign countries.
 - 1.2.11 Authorize certification of material imported under [Public Law 97-446](#) and ensure all US Customs documentation and reports are properly prepared in accordance with established NASA and CBP procedures and regulations, including [CFR Title 15](#) and [CFR Title 19](#).

- 1.2.12 Work with the [Radiation Protection Officer](#) (RPO) to ensure compliance with all applicable federal, state, and Center safety, health, and security rules and regulations regarding the transportation and processing of radioactive material.
- 1.2.13 Ensure adherence to all federal, state, and Center rules, regulations, and procedures to assure the safety and proper processing of all inbound and outbound Hazard Class, Division 1.1, 1.2, 1.3, and 1.4 explosives via commercial or government carrier.
- 1.2.14 Establish and maintain administrative procedures concerning Over, Short, and Damage (OS&D) actions pertaining to commercial shipments consigned to KSC.
- 1.2.15 Ensure the applicable KSC contractor establishes and enforces policies and procedures which provide for proper preservation, packaging (including repackaging), packing, and preparation for shipment of any items for which they have contractual responsibility as per the [NPR 6000.1](#).
- 1.2.16 Obtain suitable aircraft for support of KSC requirements and serve as the designated interface to the Department of Defense (DOD) for airlift support as per [NPR 6200.1](#)
- 1.2.17 Manage the KSC railroad and related services.
- 1.2.18 Approve all vehicle justification requests prior to the request being sent to the NASA Headquarters Transportation Manager.
- 1.2.19 Assure compliance with all regulations and instructions governing the safe transportation of hazardous materials.
- 1.3 The Office of Safety and Mission Assurance shall:
 - 1.3.1 Provide any required assistance relating to normal operations while hazardous materials shipments are on the Center.
 - 1.3.2 Investigate accidents or unusual occurrences related to rail operations.
 - 1.3.3 Inspect hazardous materials on KSC.

CHAPTER 2. FREIGHT TRAFFIC

- 2.1 Shipping Documentation Preparation and Flow: This section establishes the procedures and describes responsibilities for preparing and processing shipping documentation related to movement of material under a Government Bill of Lading (GBL) for international shipments, Commercial Bill of Lading (CBL) for domestic shipments, or a NASA-sponsored charge account for NASA and other KSC organizations and contractors receiving support from the Institutional Services Contract (ISC).
 - 2.1.1 NASA KSC organizations and approved contractors requesting shipping support shall prepare a Request for Shipping document [KSC Form 7-248](#) . For detailed directions regarding use of this form, refer to Appendix A. [KSC Form 43-1149](#),

KSC Requisition and Invoice/Shipping Document, may be used in place of the KSC Form 7-248 if prior arrangements have been made with the applicable contractor transportation office.

- 2.1.2 Requestor shall affix the completed form to the material. The material, with the affixed form, must be delivered to the ISC shipping and receiving area or arrangements can be made for pickup by calling 867-7998 or 867-9599.
- 2.1.3 All shipping documents for material with NASA property tags shall be processed through the [KSC Supply and Equipment Management Officer \(SEMO\)](#) for approval prior to release.
- 2.1.4 For shipments originating at points other than KSC, the requestor shall provide information relating to location of material and point of contact on the shipping documents, then forward to the [ISC Transportation Management Office \(TMO\)](#), fax number 867-1760.

2.2 Tracing and Expediting Requests

Requests for tracing and expediting actions must be submitted to the ISC TMO office at 867-3511, 867-1744, or 867-3929 when government or appropriate contractor cargo is involved. Appendix B contains information that will assist the TMO with such requests.

2.3 Routing of Shipments and Selection of Mode (Commercial Carriers): This section establishes procedures for routing outbound shipments via commercial carriers using a GBL, CBL, or an appropriate NASA-sponsored charge account.

- 2.3.1 Standard Freight Routing: KSC organizational elements and associated contractors shall indicate the desired delivery dates or mark the "Routine" box on the shipping document. The TMO will evaluate the required delivery date to determine the route and mode.
- 2.3.2 Volume Shipments: As soon as information becomes available, the requester shall report all shipments involving volumes of 10 carloads, 10 truckloads, or 200,000 pounds to the TMO. The TMO will then determine the best transportation method and carrier to fulfill the requirement.
- 2.3.3 Special Service Responsibility: KSC organizational entities and associated contractors shall justify special service on the shipping document or by telephone contact with the applicable contractor transportation office. Special service support includes exclusive use of a vehicle, two-driver 24-hour service, temperature-controlled vans, air-ride, or other specialized equipment.

Note: If the TO deems requirements to be unreasonable or unrealistic resulting in elevated charges, the TO shall coordinate with the responsible NASA project manager, equivalent organizational head, or the designated contact to confirm requirements prior to cargo movement.

- 2.3.4 Special Aircraft Services: Requirements for special aircraft services must be processed in accordance with Chapter 4.

- 2.3.5 Ocean Shipments: All ocean shipments must be coordinated with the TO and comply with all appropriate NASA and Federal regulations. The TO maintains the register of ocean shipments arranged by NASA and cost-reimbursable contractors. The US Maritime Administration requires the use of US flagships. A waiver shall be provided by the TO when US flagships are unavailable.
- 2.3.6 The shipping and receiving organizations at KSC shall oversee and coordinate on-Center moves by common carriers. Such organizations will coordinate responsibility for the common carrier between the gate to KSC and the appropriate shipping and receiving area.

2.4 Rail Freight Shipments

Requests for information regarding KSC railroad shipments, specialized railcars, negotiation of special government rate quotations, and any related topic, shall be directed to the [Railroad Manager](#).

2.5 US Customs Clearances

2.5.1 The TO shall:

- 2.5.1.1 Coordinate with the [Center Export Administrator](#) to certify material imported under [Public Law 97-446](#).
- 2.5.1.2 Ensure all US Customs documentation and reports are properly prepared in accordance with established NASA and Customs and Border Patrol (CBP) procedures and regulations including [CFR Titles 15](#) and [19](#).
- 2.5.1.3 Review all documentation prepared by the contractor's customs representatives to assure proper classification of commodities, support documents, references, and adherence to US Customs regulations.
- 2.5.1.4 Ensure that the CBP Office at Port Canaveral provides US Customs agricultural and immigration clearance as required for charter aircraft sites. The CBP at Port Canaveral can be reached at 321-783-2069.

2.5.2 The contractor's customs representatives shall:

- 2.5.2.1 Initiate the necessary supporting documentation for import and export shipments received from or shipped to foreign countries, while maintaining special authorization from the State Department, including waivers to regulations and authorizing duty-free entry for special projects ([Kennedy Document Procedure-P-1788](#) Customs Support – Exports).
- 2.5.2.2 Deliver required documentation to US CBP Office for clearing entry and arrange delivery of cleared inbound cargo.

2.6 Transportation, Receipt, and Shipment of Radioactive Material

- 2.6.1 Organizations having duties involving the receipt and shipment of radioactive material shall develop specific procedures for processing inbound and outbound

radioactive material and coordinate those procedures with [KSC RPO](#) for approval prior to implementation. For further information regarding radioactive materials management, refer to [KNPD 1860.1](#), KSC Radiation Protection Program.

- 2.6.2 The TO shall review procedures for processing inbound and outbound radioactive material to ensure the proper permitting is completed and that all operations are in compliance with all transportation regulations.
- 2.7 Processing Explosives Shipments: This section establishes procedures for inbound and outbound shipments containing Hazard Class-Division 1.1, 1.2, 1.3, and 1.4 explosives via commercial motor carrier or government truck. Further information can be found in [NASA-STD-8719.12](#), Safety Standard for Explosives, Propellants, and Pyrotechnics, Section 5.54 Surface, Air and Water Transportation Regulations.
 - 2.7.1 Transportation of explosives by rail, air, vessel, and public highway must comply with Department of Transportation regulations [CFR](#) Title 49 Sections 173.52, 174.81, 175.78, 176.83, and 177.848. Those materials transported by air must comply with [International Civil Aviation Organization](#) "Technical Instructions for the Safe Transport of Dangerous Goods by Air" and International Air Transport Association "Dangerous Goods Regulations."
 - 2.7.2 The organization with ownership or custodianship of the explosive materials shall develop and maintain procedures to ensure the proper, efficient, safe, and economical processing of all inbound and outbound Hazard Class-Division 1.1, 1.2, 1.3, and 1.4 explosive shipments at KSC. These procedures must be coordinated with the [Explosive Safety Program Manager](#), who can be reached at 867-6959.
 - 2.7.3 The Chief, Protective Services, shall assure security personnel at Pass and ID or the gate report the arrival of Hazard Class-Division 1.1, 1.2, 1.3 and 1.4 explosive shipments to receiving section of the contractor designated on the Bill of Lading.
 - 2.7.4 Inbound Shipments
 - 2.7.4.1 The TO shall notify the receiving contractor's TMO upon receipt of notification from shipper that shipment of Hazard Class-Division 1.1, 1.2, 1.3 and 1.4 explosives is being forwarded.
 - 2.7.4.2 The Cape Canaveral Air Force Station (CCAFS) Ordnance Office shall review, inspect, and store the shipment in compliance with Air Force Manual, AFM 91-201.
 - 2.7.5 Outbound Shipments
 - 2.7.5.1 The organization initiating shipment shall issue a [DD Form 1149](#), requisition and Invoice/Shipping Document, or shipment instructions in the format provided in the applicable contract terms.
 - 2.7.5.2 The requesting organization shall: present copies of [DD Form 1149](#) to the ordnance support contractor; initiate scheduling actions concurrently with the Cape Support Office, KSC Scheduling Branch, at telephone 321-

853-5211; and furnish complete details regarding destination, special handling requirements, and class of the explosive shipment.

- 2.7.5.3 The Cape Support Office, KSC Scheduling Branch, shall assign an "N" number for use in identifying movement of the material.
- 2.7.5.4 The TO shall advise the requester of the method or mode of movement to ensure proper markings and packaging methods are applied.
- 2.7.5.5 The shipment shall be processed by the ordnance support contractor transportation office upon receipt of above notification.

2.8 Preservation, Packaging, and Packing: The selection of specific preservation, packaging, packing procedures, and materials shall be based upon item characteristics (fragility, susceptibility to corrosion or deterioration, hazard classification, etc.), storage period (long-term or short-term), and mode of transportation.

2.8.1 The KSC Transportation Officer shall:

- 2.8.1.1 Ensure the applicable KSC contractor establishes and enforces policies and procedures which provide for proper preservation, packaging (including repackaging), packing, and preparation for shipment of any items for which they have contractual responsibility.
- 2.8.1.2 Review NASA procurement documents, as required, to assure the incorporation of appropriate packaging requirements.
- 2.8.1.3 Coordinate packaging requirements through the pertinent contracting officer when other than normal preservation and packaging requirements are considered necessary for the protection of a commodity.
- 2.8.1.4 Provide the contracting officer with guidance on actions which improve protection of the procured item or affect economy during the transit and storage cycle.
- 2.8.1.5 Provide assistance to quality control organizations in determining compliance with contractually specified packaging requirements.
- 2.8.1.6 Provide assistance, as requested, to resolve problems involving the preservation, packaging, packing, and certification of items classed as hazardous materials.

2.9 Over, Short, and Damaged Freight (OS&D) Actions

- 2.9.1 In the processing of OS&D actions, the Government shall incur no obligation for insurance to protect against loss, destruction, or damage in the shipment of property, except as authorized by the Logistics Management Office, NASA Headquarters.
- 2.9.2 The applicable transportation office shall prepare all documentation, reports, and claims in accordance with NASA and contractually established procedures.

- 2.9.3 The applicable contractor's receiving office shall perform all receiving functions for NASA and other KSC contractor organizations.
- 2.9.4 All inbound shipments received at KSC via commercial carrier shall be assessed for any overages, shortages, or visible damage by the applicable contractor's receiving office.
- 2.9.5 The applicable Claim Representative shall review all OS&D shipments and forward pertinent documents to the appropriate agency or contractor.
- 2.9.6 The Claim Representative shall be responsible for all liaisons with carrier terminal managers, carrier OS&D, and claims representatives regarding discrepancies. The Claim Representative has up to 15 days from the date of receipt of shipment from the carrier to report concealed loss or damage to the carrier.
- 2.9.7 Shipments delivered to the ultimate consignee or user shall be opened, and contents inspected for loss or damage as soon as practicable.
 - 2.9.7.1 When damage is discovered, the contractor's Claim Representative shall be notified immediately to determine cause of damage and if concealed damage can be charged against the carrier.
 - 2.9.7.2 The damaged item(s), the shipping container, and all packaging material shall be held for the Claim Representative.
- 2.9.8 The Claim Representative shall prepare necessary reports and claim actions on all carrier discrepant inbound damaged NASA shipments and provide a copy to the TO.

CHAPTER 3. SPECIAL AIRCRAFT SERVICES

- 3.1 This section establishes procedures for obtaining special aircraft services to support NASA requirements.
- 3.2 The requester shall furnish the KSC TO with the request, justification, and the necessary funds citation for the type of aircraft requested.
- 3.3 Transportation Officer Special Aircraft Services Responsibilities. The TO shall:
 - 3.3.1 Evaluate the justification for requesting special aircraft services and request additional information from the requester, if required.
 - 3.3.2 Assist in selecting the type of aircraft most suitable for the requirement considering cost, speed, flying range, and other factors. NASA-owned or NASA-contracted aircraft shall be considered and used if suitable and available. Commercially chartered aircraft will often require at least 24 hours advance notice due to contractual requirements.
 - 3.3.3 Request Government agency aircraft when essential for NASA missions. Requesting use of such aircraft shall include written justification.

Note: When one of these aircraft is used to support cargo transportation, the weight, dimensions, and cubes of cargo shall be part of the requirements to determine the most economical type available that can fulfill the requirements. Appendix E contains the forms and worksheets used to request the use of military aircraft.

- 3.3.4 Make the necessary arrangements for the aircraft.
- 3.3.5 Inform the requester of the schedule and funding requirements.
- 3.3.6 Coordinate with the Transportation Coordination Center and other concerned offices for all aspects of loading, off-loading, arrivals, departures, and direct aircraft support relative to its mission in the KSC area.
- 3.3.7 Obtain status reports at each step in the mission to assure schedules are met.

CHAPTER 4. KSC RAILROAD AND RELATED SERVICES

- 4.1 Programs or projects requiring on-Center movement of railcars shall notify the ISC Duty Office at 861-5050. General information on railroad freight shipments is contained in Chapter 2, Section 2.4. For all other assistance or information contact the [KSC Railroad Manager](#) at 867-8635.
- 4.2 The NASA KSC Railroad Manager shall:
 - 4.2.1 Be the liaison and negotiate with the Florida East Coast Railway (FEC), other railroads, the Federal Railroad Administration, the Association of American Railroads (AAR), or other regulatory agencies and industry associations.
 - 4.2.2 Negotiate the Interstate Commerce Commission, Section 10721 Government Rate Quotations with various railroads, including routings, special conditions, and related matters.
 - 4.2.3 Maintain KSC railroad track, roadbed, grade crossings, railroad drawbridge, signals, and related items.
 - 4.2.4 Inspect tracks, determine appropriate maintenance program, review budgets, prepare work orders, make technical recommendations or decisions, coordinate, inspect, and accept or reject work of contractor.
 - 4.2.5 Assure timely and efficient railroad operations and appropriate maintenance of KSC railroad equipment by the ISC including support for all government and contractor activities on KSC, including the movement of railcars from the FEC interchange at Jay-Jay.
 - 4.2.6 Support the study for and design of specialized railcars and related items for NASA Centers and other government agencies by:
 - 4.2.6.1 Performing transportability studies.

- 4.2.6.2 Preparing recommendations, concept sketches, and proposals.
- 4.2.6.3 Preparing and staffing proposed memorandums of agreement between NASA Centers or other government agencies.
- 4.2.6.4 Preparing documentation and draft specifications for acquisition and modification of railcars.
- 4.2.6.5 Monitoring railcar construction, repair, inventory, and modification.
- 4.2.6.6 Preparing AAR registration and related documentation.
- 4.2.7 Develop scope of work and other documentation required for contract renewal.

CHAPTER 5. MOTOR VEHICLE OPERATIONS

5.1 Official Use of Government Motor Vehicles: This section sets forth requirements for use of government motor vehicles specific to KSC. The official government regulations are specified within [Title 41, CFR 101-39](#). Primary reference for motor vehicles is the [NASA Official Fleet Management Handbook](#).

- 5.1.1 The operation and use of a government-owned or government-leased motor vehicle (or any vehicle for which government funds are expended) shall be restricted to official use only, per [Title 41, CFR 102-34](#).
- 5.1.2 Use of government vehicles for personal reasons (e.g., personal carpool transportation, visits to banks, cafeterias, restaurants and other establishment is prohibited.
- 5.1.3 Government vehicles shall be fueled at the commercially operated KSC Service Station (building M6-596) in the Industrial Area and on Contractors Road or the Government operated compressed natural gas (CNG) fueling facility in the Industrial area (location M6-689A). These facilities are open 24 hours a day, 7 days a week
- 5.1.4 Bus service is available for tours and special events and shall be scheduled through ISC Driver Services office at 867-7685.
- 5.1.5 Student interns that are not employed by NASA shall not be permitted to drive government vehicles. NASA interns are permitted to drive government vehicles.
- 5.1.6 NASA and contractor organizations shall ensure those motor vehicles are utilized in accordance with within the requirements of [Title 41, CFR 101-39, Interagency Fleet Management Systems](#).
- 5.1.7 NASA and contractor organizations shall utilize [KSC Form 7-490V2](#), KSC Vehicle Use Record, or alternate form which may be approved by the [Motor Vehicle Fleet Operations Officer](#), to record vehicle utilization on all vehicles assigned to or used within their organization. Records must be maintained for three years.

5.2 Vehicle Justification Procedures

The procedure for justification of use or assignment of a government motor vehicle is set forth in [KDP-KSC-P-1284](#) "Assignment, Use, Maintenance, and Turn-In of General Services Administration (GSA) Vehicles."

5.3 Government Owned Vehicles License Plates

- 5.3.1 All license plates for government owned vehicles shall be issued through the KSC TO and maintained in the Federal Motor Vehicle Registration System (FMVRS).
- 5.3.2 All government vehicle license plates have an expiration date. License plates shall be assigned to specific vehicles and remain with that vehicle until replaced or exceeded.
- 5.3.3 A replacement plate shall be issued by the KSC TO when the license plate has expired
- 5.3.3 The current license plate shall be removed and returned to the KSC TO if the Government owned vehicle is replaced.
- 5.3.4 A new license plate shall be issued by the KSC TO for the replacement vehicle.
- 5.3.5 The license plate shall be removed and returned to the KSC TO for cancelation in the FMVRS when a vehicle is exceeded.

CHAPTER 6. MOVEMENT OF OVERWEIGHT AND OVERSIZED LOADS AT KSC

- 6.1 This section provides the requirements and restrictions for moving the load on and within KSC. [KNPR 1600.1, KSC Security Procedural Requirements, Chapter 19.9](#), Overweight and Oversized Vehicles on KSC Roadways, provides specific load dimensions criteria. The requirements for KSC permits, waivers, or other documents are also provided in this section. For bridge and culvert limitations, refer to Appendix C, Oversized Vehicles Requiring KSC Permit.
- 6.2 Florida state permits are not required for overweight or oversized loads moved within the confines of KSC. The driver shall: meet all Florida Department of Transportation (FDOT) requirements prior to arrival; and inspect the cargo, cargo secure devices, and system, per the [FDOT Federal Motor Carrier Safety Administration, Part 392.9](#) prior to any overweight or oversized load transportation operation.
- 6.3 The organization responsible for the move shall use ISC Vehicle Transit Permitting Process ([ENG-I-BP01](#)) for planning and permitting overweight or oversized moves and must be initiated through the KSC ISC Duty Office at 861-5050 or ISC support request.
- 6.4 The KSC TO shall facilitate and coordinate any overweight or oversized moves between KSC and CCAFS.

APPENDIX A

REQUEST FOR SHIPPING

NASA KSC organizations and contractors requesting shipping shall prepare a Request for Shipping Document ([KSC Form 7-248](#)). Use of this form is for OFFICIAL GOVERNMENT SHIPPING BUSINESS ONLY. To prevent delays in outbound shipments, the shipping requestor is responsible for ensuring that [KSC Form 7-248](#) is correctly completed.

Mandatory information shall be supplied on:

- Line 6: The description and quantity of items being shipped
- Line 9: The correct address of the receiving party
- Line 13: The complete and current funding code (This code can be found via [Job Aids Shipping Codes](#))
- Line 17: The physical location of the item to be shipped
- Lines 18 and 19: The contact name and phone number of the receiving party
- Line 20: The requestor's name
- Line 24: The authorizer's name (The authorizer should be the Resource Management Officer for the directorate funding the shipment)

Special considerations are required for international shipping. For assistance with shipping or receiving international packages, please review Section 2.5. Upon completion of [KSC Form 7-248](#) please contact the ISC TMO to arrange pick-up at 867-3511, 867-3929, or 867-1744.

APPENDIX B

TRACING AND EXPEDITING FREIGHT REQUESTS

The requester shall provide the following information to the ISC TMO in order to locate and trace a shipment effectively.

- Name of organization requesting tracer action
- Name of shipper
- Point of origin
- Consignee
- Destination
- Date shipped
- Carrier
- Bill of Lading, commercial freight bill, or air bill
- Requisition, purchase order and contract number
- Number of pieces
- Weight
- Name, office location and telephone number and email of person submitting request
- Any other pertinent information relating to the shipment

The TMO shall initiate tracer action and apprise the requester of the status by telephone and email upon receiving this information.

APPENDIX C
OVERSIZE VEHICLES REQUIRING KSC PERMIT
CALL 861-5050

TIRE SIZE	2-Tire axle Maximum load (lb)	4-Tire axle Maximum load (lb)	8-Tire axle Maximum load (lb)
07:50	9,075	20,625	30,625
08:00	9,680	22,000	32,000
09:00	10,890	24,750	34,750
10:00	12,100	25,000	35,000
11:00	13,310	25,000	35,000
12:00	14,520	30,000	35,000
13:00	15,730	30,000	35,000
14:00	16,940	30,000	35,000
15:00	18,150	30,000	35,000
16:00	19,360	30,000	35,000
17:00	20,570	30,000	35,000
18:00	21,780	30,000	35,000

On KSC, the bridge load limit for the NASA Parkway overpass and the Indian River Bridge is 80,000 lbs.

The gross load limit for the Banana River Bridge and the Haulover Canal Bridge is 80,000 lbs. each. Per FDOT rule this limit is rated at 20,000 lbs. per axle for 80,000 lbs. weight total.

The above load limits apply to all equipment utilizing the KSC roadway system. Permission shall be obtained from KSC-routing-permits@mail.nasa.gov before exceeding these limits.

APPENDIX D

INFORMATION REQUIRED FOR SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM) REQUESTS

In order to request a SAAM, the following information shall be provided to the KSC TO by email at Bruce.E.Chesson@nasa.gov.

1. The requestor's name, organization, duty telephone number, and email address.
2. The name of the airports or USAF bases from which the aircraft would be departing and landing. If additional stops are necessary, those should be included.
3. The desired dates of movement. Include when cargo will be ready for pickup, requested date of departure from that location, and requested date of arrival including any flexibility in these dates.
4. The total number of passengers and luggage aboard the aircraft. Obtain clearance through the USAF Public Affairs Office and note in the SAAM request if the media plans to travel on the DOD aircraft.
5. The total weight of cargo in short tons. This number is the total weight in pounds divided by 2,000. If passengers will be aboard, include their weight as a total of 200 pounds per person which includes the allowable weight in luggage. Luggage weight per passenger may not exceed 100 pounds.
6. A description of the cargo being moved shall include the name of the item, total weight in pounds, and exterior dimensions in inches – length x width x height.
7. Identify and provide the pertinent information regarding storage, transport, and handling of hazardous cargo.
8. Provide a brief but comprehensive description of what the airlift is supporting. Provide any additional remarks pertaining to special equipment or support needed for on-load or off-load.
9. Provide points of contact at on-load, interim stops, off-load and the general billing office. The point of contact information should include the name, telephone number, fax number, email address, and organization address including mail code.

APPENDIX E

ACRONYMS

AAR	Association of American Railroads
AFM	Air Force Manual
CBL	Commercial Bill of Lading
CBP	Customs and Border Patrol
CCAFS	Cape Canaveral Air Force Station
CFR	Code of Federal Regulations
CNG	Compressed Natural Gas
DOD	Department of Defense
FAR	Federal Acquisition Regulations
FDOT	Florida Department of Transportation
FEC	Florida East Coast Railroad
FMVRS	Federal Motor Vehicle Registration System
GBL	Government Bill of Lading
GSA	Government Services Administration
ISC	Institutional Services Contract
KDP	Kennedy Documented Procedure
KNPR	Kennedy National Aeronautics and Space Administration Procedural Requirements
KSC	Kennedy Space Center
NASA	National Aeronautics and Space Administration
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
OS&D	Over, Short, and Damaged
RPO	Radiation Protection Officer
SAAM	Special Assignment Airlift Mission
SEMO	Supply and Equipment Management Officer
TMO	Transportation Management Office (Contractor)
TO	Transportation Officer (NASA)
US	United States
USAF	United States Air Force

APPENDIX G

DEFINITIONS

AIRCRAFT:

A device that is used or intended to be used for flight in the air to include all types of fixed wing or rotor wing machines.

DOD AIRCRAFT:

Aircraft owned by the Government and operated by members of the Armed Forces or DOD contractors.

HAZARDOUS MATERIALS:

Explosives, propellants, oxidizers, ordnance, or other toxic substances as described in [Bureau of Explosives Tariff No. BOE-6000](#).

MOTOR VEHICLE FLEET OPERATIONS OFFICER:

The individual assigned direct administration and operations of motor pools and maintenance of assigned motor vehicles.

NASA AIRCRAFT:

Any aircraft operated by or under the control of NASA.

OBSERVER:

A person deployed in areas of close vertical or horizontal clearances who will evaluate the clearance and signal the vehicle operator on how to proceed.

OPERATOR:

A person designated to operate equipment that transports overweight or oversized loads. This person has a valid chauffeur's license or current operator's certification.

OVERSIZED:

The specifications for an oversized transport are:

- (1) **Length** – Overall maximum length of a single unit vehicle with 2 axles exceeds 35 feet, a single unit vehicle with 3 axles exceeds 40 feet or a semi-trailer operated as a tractor-trailer combination exceeds 55 feet.
- (2) **Width** – Maximum width of a combined vehicle and load exceeds 8 feet or 8 feet 6 inches (outside KSC) or 12 feet (within KSC) when traveling on 24 foot pavement width or larger.
- (3) **Height** – Maximum height of vehicle and load combination exceeds 13 feet 6 inches.

REQUESTERS:

Individuals or organizations requiring the use of special aircraft service or other freight services at KSC.

SPECIAL ASSIGNED AIRCRAFT MISSION (SAAM):

This flight utilizes all forms of military aircraft flown by regular and reserve USAF personnel and is a chargeable mission. SAAM's are utilized for Soyuz launch and landing support or to transport experiments, satellites, payload equipment, and personnel to domestic and international locations.

SUPPORTING ORGANIZATION:

The organization responsible for fulfilling the request for movement of overweight or oversized equipment and vehicles.

VEHICLE COORDINATOR:

The individual assigned by the head of the primary organization to serve as the organizational representative on all matters pertaining to general purpose motor vehicle support.

APPENDIX H
POINTS OF CONTACT

<u>Name & Title</u>	<u>Phone#</u>	<u>Backup Title & Phone#</u>
KSC Transportation Officer	867-8635	Transportation Specialist - 861-5449
KSC Railroad Manager	861-5449	Transportation Officer - 867-8635
Radiation Protection Officer	867-6958	Health Physicist - 853-5689
Supply & Equipment Mgmt Officer	867-9701	Supply & Equipment Specialist 867-8488
KSC Protective Services Communication Console	867-2121	
Chief, Protective Services	867-3795	Deputy Chief - 867-3441
Chief, Facilities Sys & Services Div	867-0471	
ISC Duty Office	861-5050	
KSC Explosive Safety Program Manager	867-6959	
ISC Transportation Mgmt Office (TMO)	867-3501	Logistics Specialist 867-3511 Logistics Specialist 867-1744